

Position Title:	Development Manager	Department:	Development
Reports to:	VP Development	Classification	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Date:	12-2016	Supervises:	Yes No X

This position will create, drive and manage the annual giving and social media activities. This initially includes all aspects of development, including grant writing, direct mail, online giving, and other donor engagement. In addition, this position will support development and organization team efforts surrounding events.

Fundraising plan and measurement

- Helps create and implement an integrated donor stewardship plan
- Create and present grant, event and general fundraising activity overview to share with leadership and executive team
- Collaborate with program & finance staff

General donor/fundraising activities

- Lead and collaborate on development activities including direct mail, online giving, monthly giving, Holiday Giving, the Inspire Hope Luncheon
- Lead use of social media to engage donors
- Support the Auto Donation and Development Associate in creating strategies to help steward auto donors and bring them into the full VOA-WW donor pipeline
- Support development of processes for existing donor tracking and quality improvement
- Embrace development and organization efficiency by maximizing use of technology

Grant tracking and writing

- Manages all grant prospect lists, timelines and submission calendars and conducts funder research.
- Drafts, edits, and finalizes grant applications, updates, and reports.
- Coordinate with the DRC contract grant writer via the Senior Director of DRC to ensure organization proposals are done with full visibility across the organization.

Event support and donor engagement

- Support organization-wide internal events calendar. Collaborate with program and HR staff on their events. Assist as needed with program events such as walks and major hunger drives.
- Lead donor relations aspect of events and assist with events.

Work collaboratively with all other development staff to achieve overall agency development goals.

- Cross train for some aspects of other roles and provide backup as required.

Other duties as assigned

Required Knowledge, Skills and Abilities

- Must possess emotional and mental resiliency and ability to be flexible in changing roles and environment. Additionally, able to build structure that allows for adaptability to meet agency goals.
- Contribute to and support a positive, team-oriented work environment.
- Maintain effective organizational and interpersonal skills including written and verbal communication skills.
- Have a thorough knowledge of MS Excel & Word and be computer-savvy with electronic documentation processes.
- Be able to identify and resolve problems in a timely manner, gather, and analyze information skillfully.
- Resolve conflict and be able to identify potential conflict amongst others or those being cause by oneself.
- Demonstrate a focus on quality by being accurate and thorough; look for ways to improve processes and deliverables.
- Understand the big picture and be able to visualize solutions & implementation strategies.
- Accept responsibility for one's own actions and follow through on commitments.
- Take initiative and independent action; asks questions wisely and as necessary.
- Be committed to the agency's mission and objectives.
- Have a curious nature and need to learn and encourage learning in others.

Additional Qualifications

- BA or equivalent years experience in a related field and/or a transferrable job experience
- Minimum of 2 years experience of successful outreach and development focus
- Local travel and ability to support and work frequently at multiple locations
- Knowledge of community and state resources
- Ability to arrange for flexible schedule (will include some evenings & weekends)
- Have reliable transportation
- Able to pass background check to allow for working with vulnerable adults/seniors and children
- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population

If you wish to apply for this position, please email your cover letter and resume to:

recruiter@voaww.org.

trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.